



## THE CITY OF SAN DIEGO **MANAGER'S REPORT**

DATE ISSUED: April 17, 2002

REPORT NO. 02-083

ATTENTION: Honorable Mayor and City Council  
Docket of April 23, 2002

SUBJECT: Fiscal Year 2003 Social Services Program Funding Recommendations

REFERENCE: Manager's Report No. 01-237, Social Services Program - Funding  
Allocation Process Reform

### SUMMARY

#### Issues

- 1) Should the City Council adopt the City Manager's funding recommendations for Fiscal Year 2003 Social Service Programs, contingent upon certification of funds availability by the City Auditor and Comptroller?
- 2) Should the City Council approve funding appropriations from the General Fund, Community Development Block Grant Program, Emergency Shelter Grant and Housing Opportunities for People with AIDS for Fiscal Year 2003 Social Service Programs, contingent upon adoption of the FY 2003 budget and contingent upon certification of funds availability by the City Auditor and Comptroller?
- 3) Should the City Council authorize the City Manager to negotiate and execute agreements with all programs approved for funding, contingent upon certification of funds availability by the City Auditor and Comptroller?

#### City Manager's Recommendations

- 1) Adopt the City Manager's funding recommendations for Fiscal Year 2003 Social Service Programs, contingent upon certification of funds availability by the City Auditor and Comptroller.

- 2) Approve funding appropriations from the General Fund, Community Development Block Grant Program, Emergency Shelter Grant and Housing Opportunities for People with AIDS for Fiscal Year 2003 Social Service Programs, contingent upon adoption of the FY 2003 budget and contingent upon certification of funds availability by the City Auditor and Comptroller.
- 3) Authorize the City Manager to negotiate and execute agreements with all programs approved for funding, contingent upon certification of funds availability by the City Auditor and Comptroller.

### Fiscal Impact

Adoption of these recommendations will total \$5,846,196. Fiscal Year 2003 funds are available from the Community Development Block Grant, Emergency Shelter Grant, the City General Fund, the County of San Diego, and the Housing Commission to cover the costs of these programs.

### BACKGROUND

On November 19, 2001 the City Council adopted a formal selection process for the allocation of social services funding (Resolution # 295744). The process was recommended by a Task Force consisting of representatives from non-profit organizations, community members, and Mayor and City Council staff. The Task Force was facilitated by Community and Economic Development Department staff.

A dual category system was adopted to create a priority category of programs. These programs, referred to as basic services, do not have to compete in the competitive selection process. The programs recommended for this category must fit in to one of five groups: (1) City administered or sponsored programs; (2) Council directed programs; (3) programs designated to receive earmarked funding from another government agency; (4) programs funded by the City at no less than \$100,000 during each of the last five fiscal years; and (5) other programs approved by the City Council. Basic services programs are afforded three-year contracts subject to annual renewal. During their first three-year award period they will receive a comprehensive programmatic, fiscal and organizational review that will have an impact on future funding.

The programs that are not considered Basic Services are required to participate in an annual competitive application process for the remaining funds. These projects will be reviewed in several sub-categories that reflect City Council priorities (e.g. Homeless; Youth; Disability; Domestic Violence/Crime Victims; Employment, HIV/AIDS; Seniors; etc).

## DISCUSSION

### **Funding Available for FY03 Social Services**

Community Development Block Grant Funds	\$2,760,600
Emergency Shelter Grant Funds	\$ 643,000
City General Funds	\$2,387,596
County of San Diego	\$ 25,000
San Diego Housing Commission	<u>\$ 30,000</u>
Total	<u>\$5,846,196</u>

Amount recommended to fund Basic Services	\$3,375,153
Amount recommended for competitive selection process	<u>\$2,471,043</u>
Total	<u>\$5,846,196</u>

### **Basic Services**

The recommended Basic Service program allocations are listed on **Attachment A**. There are a total of 19 projects listed in this category. Two of the projects listed are undergoing a separate RFP process per City Council direction. These two projects, the Neil Good Day Center (\$347,840) and the Winter Shelter Program (\$278,913) will be returned to City Council for approval once the process is complete. The RFP process is being facilitated by the Homeless Administrator in the Community and Economic Development Department.

### **Competitive Social Services**

After the process was adopted, an implementation plan for the competitive selection was developed. The implementation process was as follows:

#### **Timeline**

December 17, 2001 – January 31, 2002	Application Period
January 7 – 11, 2002	Applicant Workshops
February 20 – March 15, 2002	Selection Committee Review Period
April 23, 2002	Council to approve social service allocations

### **Competitive Selection Procedures**

1. The application period was open from December 17, 2001 to January 31, 2002.
2. The process was noticed through: (a) Direct mailings to non-profits on the City's social services mailing database; (b) Posting on City web-site; (c) Press release to local print and broadcast media; and (d) a paid advertisement in the San Diego Union Tribune.

3. Five (5) applicant workshops were conducted the week of January 7, 2002.
4. The application deadline was 12 P.M on January 31, 2002. The deadline was emphasized during the workshops and printed in bold on the application materials.
5. Four independent five-member selection committees, consisting of City staff, were empanelled.
6. A selection committee orientation session was held on February 20, 2002.
7. Committee members had approximately 3 weeks to independently read and score applications in accordance with established scoring criteria.
8. Committee members assigned up to 85 points and social services staff assigned up to 15 points for a total of 100 points available to each applicant.
9. Each committee met for one day to discuss the strengths and weaknesses of each application and to make final scoring decisions in accordance with the selection criteria. The selection criteria is listed on **Attachment B**.
10. Community services staff applied committee scores to a funding formula and balanced funding for current City funded programs and new programs. The competitive social service funding allocation methodology is listed on **Attachment C**.

### **Recommended Program Allocations (Competitive Process)**

The recommended program allocations are listed on **Attachment D**. They are based on selection committee scores listed on the summary and availability of funds.

Total number of applications received	144
Less:	
Number of late Applications	19
Number of ineligible Applications	2
Number of applications moved to Basic Service Category	1
Total number of applications scored by committees	122
Number of applications received for currently funded programs	64
Number of current Programs recommended for funding	47
Number of current Programs not recommended for funding	17
Number of applications received for new programs	58
Number of new programs recommended for funding	11
Number of new programs not recommended for funding	47

ALTERNATIVE(S)

- 1) Do not adopt the City Manager's funding recommendations.
- 2) Adopt the City Manager's funding recommendations with adjustments.

Respectfully submitted,

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Ernie Linares  
Community Development Administrator

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Debra Fischle-Faulk  
Community Services Deputy Director

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Hank Cunningham  
Community and Economic Development  
Director

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Approved: Bruce Herring  
Deputy City Manager

HERRING/DFF/ELL

Attachments: [A. Recommended Basic Services Program Allocations](#)  
[B. General Review Criteria](#)  
[C. Funding Allocation Methodology](#)  
[D. Recommended Competitive Social Services Program](#)  
[Allocations](#) —